

Applied Supervision – (Pre Work / Prerequisites & In-Class Content with References)

Pre Work & Prerequisites	Reference Title	Reference Location	Modules Where Pre-Work & Prerequisites Will Be Used In The Applied Class
360 Degree Interview			Module 2 (leadership competencies, analyzing results of the performance assessment, action planning)
LBA II		www.KenBlanchard.com	Module 4 - Situational Leadership (scoring and identifying areas for improvement on action plan).
Rights & Responsibilities	EAP Employee Development Absence & Leave Pay / Overtime EEO Policy Reasonable Accommodation Ethics Adverse Actions Grievances Hours of Duty Performance Mgmt. Position Management Safety	Policy.fws.gov 227FW4 Policy.fws.gov 231 FW1 & FW2 Policy.fws.gov 226 FW2 Policy.fws.gov 225 FW7 Policy.fws.gov 060 FW1 “ 060 FW3 5 CFR 2635 & Executive Order 12731 5 U.S.C. 2302 & policy.fws.gov 227 FW2 Policy.fws.gov 227 FW3 “ 226 FW1 “ 224 FW1 “ 225 FW1 240 FW1, 240 FW7.1, 240 FW 6.1	Module 2 – Transitioning and roles/responsibilities of the supervisor Module 3 – Supervising A Diverse Workforce Module 5 – Effective Feedback (monitoring performance and conduct) Module 6 – Healthy Work Environment
MBTI		www.MBTI.com	Module 3 – Supervising A Diverse Workforce

EEO/ Whistleblowing	EEO / Policy	Policy.fws.gov 060 FW1 (FWS Manual & Directives)	Module 3 – Supervising A Diverse Workforce Module 6 – Healthy Work Environment (investigating scenarios) and, Module 9 – Final Assessment on an EEO complaint issue.
Ethics	Standards of Ethics DOI Ethics Guide	www.usoge.gov/pages/forms_pubs_other www.doi.gov/ethics/index.html	Module 5 – Effective Feedback (on coaching and counseling/RISC) Module 6 – Healthy Work Environment (standards of conduct and progressive discipline).
Pay & Leave	FLSA Travel Types of Leave Pay & Leave	www.opm.gov/flsa/ training.fws.gov/LED/PAYANDLEAVE/travel hours.pdf policy.fws.gov 226 FW2 and FW7 training.fws.gov (Supervisor's Handbook)	Module 6 – Healthy Work Environment (standards of conduct/misconduct) and class exercise in pay and leave scenarios. Module 7 – Motivation (scenarios and case studies in Motivation) Module 9 – Researching and applying pay and leave regulations in the final assessment
Merit Systems Principles / Prohibited Personnel Practices	Merit Systems Principles Prohibited Personnel Practices	Title 5 U.S.C. Section 2301 www.opm.gov www.opm.gov/ovrsight/mspidx.asp www.opm.gov/ovrsight/proidx.asp	Module 5 – Effective Feedback (foundational for dealing with conduct and performance issues - coaching and counseling). Module 6 – HWE (establishing and enforcing standards of conduct and ethics as well as Douglas Factors). Module 8 – Performance Plans & Coaching For Performance